

Lilly Nature Center Rules and Rental Policy

West Lafayette Parks and Recreation welcomes you to use Lilly Nature Center. Because of contractual obligations and out of concern for the safety of all users, there are some rules. Please read these rules carefully. You will be expected to follow all rules in your use of Lilly Nature Center.

Eligible Groups. Not for profit or private, non-discriminatory groups or organizations are eligible to use Lilly Nature Center. First priority in scheduling will go to programs sponsored or supervised by West Lafayette Parks and Recreation or by the Tippecanoe County Naturalist.

Eligible Activities. Lilly Nature Center may be used for educational, civic, and other appropriate activities, as determined on a case-by-case basis by West Lafayette Parks and Recreation. It is not available for wedding receptions, family reunions, and similar activities (however, Happy Hollow Park shelters and Morton Community Center rooms may be rented for these types of activities). It may not be used for any commercial purpose. No sales of articles, privileges, or services are permitted without permit from West Lafayette Parks and Recreation.

Application. You must complete and return a Lilly Nature Center Use Application with payment two weeks before the requested reservation date to assure timely consideration of your application.

Equipment and Materials. Any electrical equipment to be used must be listed on the application. Electrical equipment must be UL listed and in good condition. Any flammable or toxic materials must be listed on the application. Generally, flammable liquids and gases will not be allowed because of safety reasons. No wastes may be left at Lilly Nature Center other than paper or perishables, which must be placed in appropriate waste receptacles. The group or organization must remove wastes of any other type.

Liability. The organization shall be liable for claims, damages, or losses arising from the use of Lilly Nature Center and each member of the organization shall release and hold harmless West Lafayette Parks and Recreation (including the City of West Lafayette, West Lafayette Board

of Parks and Recreation, and West Lafayette Parks and Recreation Department) and the Tippecanoe County Naturalist from such claims, damages, or losses. In the event the organization's activities involve nonmembers, or if the event is open to the public, the user shall provide proof of liability insurance at the time of reservation in an amount of not less than \$500,000 per person and \$1,000,000 per occurrence.

Use of Facilities. The following rules apply to all uses of Lilly Nature Center:

- You and your group or organization will be responsible for setting up and taking down any chairs or tables.
- You and your group or organization must clean up Lilly Nature Center and leave it in the same conditions you found it.
- No alcoholic beverages are allowed.
- No smoking is allowed.
- You and your group or organization may only use Lilly Nature Center at the specified hours. Reservations are not assignable. The person making the application must be present for the activity.
- All activities must be properly supervised and operated. When members of the group or organization are under 18 years of age, at least one adult supervisor for each 15 participants under 18 is required.
- If Lilly Nature Center is closed due to emergency (for example, bad weather), all activities will be cancelled and all fees will be fully refunded.

Rules Violation. If any activity violates any rules or is not adequately supervised, it may be suspended immediately and/or the group or organization may lose the privilege of future use of Lilly Nature Center and West Lafayette Parks and Recreation facilities.